

City of Franklin
Building Inspection Department
9229 West Loomis Road
Franklin, Wisconsin 53132
Phone: (414) 425-0084
Fax: (414) 425-7513



One & Two Family Addition or Alteration Permit Applications

ALL additions must be submitted to the City of Franklin Architectural Review Board for approval. Alterations that effectively change exterior elevations must be submitted to the City of Franklin Architectural Review Board for approval. Applications are required to include photographs of the existing structure.

Items Necessary for Application to Architectural Board

- **2 COPIES OF BUILDING PLANS** - Showing all detail on all elevations
 - Drawn to 1/4" scale or larger
- **COPY OF SITE PLAN**
 - Showing building location on lot
- **\$25 APPLICATION FEE**

Items Necessary at Time of Permit Application:

- ☐ 3 copies of plans - drawn to scale showing new construction & materials used.
ARCH BOARD SUBMITTALS ONLY:
(1) additional copy of plans if submitted and approved by Arch. Board.
(3) NEW copies of plans if changes are required by the Arch. Board; plans must be redrawn with change(s) and submitted at permit application.
- ☐ 1 copy of survey- **(additions only)** with addition drawn on to scale showing setbacks.
- ☐ 1 set of Heat Loss Calculations - **(additions only).**
- ☐ Copy of current Dwelling Contractor **AND** Dwelling Contractor Qualifier Certifications.
(Note: NOT required for homeowner's doing their own HVAC or building.)
- ☐ Estimated cost of construction - **(not including Plumbing, HVAC Electrical)**
- ☐ Application Form

Fees:

Plan Review: Additions \$60.00
Alterations \$50.00

Permit Fee: Additions \$0.30/sq. ft.; \$50.00 minimum
Alterations \$9.00/\$1,000 valuation given; \$50.00 minimum

Occupancy Permit: \$40.00 (when applicable)

The processing time for plan review is 10 business days. NOTE: Building permits for additions and/or alterations do not include permits/fees for plumbing, electrical or heating/ventilating. **PLUMBING AND ELECTRICAL WORK MUST BE DONE BY LICENSED CONTRACTORS.**